805C-42A-3008
Process Strength Reports
Status: Approved

Condition: You are assigned as an HR NCO deployed in support of overseas contingency operations required to report the personnel strength of your unit to your higher headquarters. You have access to AR 600-8-6 (Personnel Accountability and Strength Reporting), FM 1-0 (HR Support), ATP 1-0.1 (G-1 / AG and S-1 Operations), Electronic Military Personnel Office (eMILPO), Deployed Theater Accountability Software (DTAS), Personnel Status Report (PERSTAT), Joint Personnel Status Report (JPERSTAT), Personnel Summary Report (PERSUM), and Personnel Requirements Report (PRR). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, determine your higher headquarters personnel strength reporting requirements and prepare a PERSTAT report (JPERSTAT in a Joint environment), a PERSUM, and a PRR using secure and non-secure HR automated systems.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to report your unit's personnel strength to higher headquarters.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine Personnel Strength reporting requirements established by higher HQs.

    a. Verify personnel strength reporting channels.

        (1) Battalion S-1.

        (2) Brigade S-1.

        (3) Division G-1 / AG.

        (4) Corps G-1 / AG.

        (5) Army Service Component Command (ASCC) G-1 / AG.

        (6) Army Human Resources Command (HRC).

    b. Confirm timeline for personnel strength report submissions.

    c. Confirm higher headquarters personnel strength reporting format(s) and required data elements.

        (1) PERSTAT / JPERSTAT.

        (2) PERSUM.

        (3) PRR.

    d. Identify secure and non-secure HR enabling systems available to obtain and update personnel strength reporting data.

        (1) Electronic Military Personnel Office (eMILPO).

        (2) Regional Level Application Software (RLAS).

        (3) Standard Installation / Division Personnel Reporting System (SIDPERS).

2. Prepare PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.

    a. Ensure required strength-related data is entered into the HR database to generate PERSTAT.

    b. Obtain unit personnel strength reports from subordinate units.

    c. Process information on replacements, Return to Duty (RTD) Soldiers, Army Civilians, and multinational personnel, as required.

    d. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the databases, as required.

    e. Perform error reconciliation between PERSTAT and DTAS.

    f. Produce PERSTAT or JPERSTAT.

g. Submit PERSTAT or JPERSTAT to higher headquarters IAW established reporting timelines.

3. Prepare PERSUM using secure and non-secure HR automated systems.

    a. Ensure required strength-related data is entered into the HR database to generate PERSUM.

    b. Obtain PERSUM roll-up from subordinate units.

    c. Merge PERSUM data from subordinate units.

    d. Produce PERSUM.

    e. Submit PERUM to higher headquarters IAW established reporting timelines.

4. Prepare PRR using secure and non-secure HR automated systems.

    a. Ensure required strength-related data is entered into the HR database to generate PRR.

    b. Obtain PRR roll up from subordinate units.

    c. Merge PRR data from subordinate units.

    d. Produce PRR.

    e. Submit PRR to higher headquarters IAW established reporting timelines.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined Personnel Strength reporting requirements established by higher HQs.			
a. Verified personnel strength reporting channels.			
b. Confirmed timeline for personnel strength report submissions.			
c. Confirmed higher headquarters personnel strength reporting format(s) and required data elements.			
d. Identified secure and non-secure HR enabling systems available to obtain and update personnel strength reporting data.			
2. Prepared PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PERSTAT.			
b. Obtained unit strength reports from subordinate units.			
c. Processed information on replacements, RTD Soldiers, Army Civilians, and multinational personnel, as required.			
d. Coordinated with appropriate agencies for information on casualties, patient tracking, and stragglers and updated the databases, as required.			
e. Performed error reconciliation between PERSTAT and DTAS.			
f. Produced PERSTAT or JPERSTAT.			
g. Submitted PERSTAT or JPERSTAT to higher headquarters IAW established reporting timelines.			
3. Prepared PERSUM using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PERSUM.			
b. Obtained PERSUM roll-up from subordinate units.			
c. Merged PERSUM data from subordinate units.			
d. Produced PERSUM.			
e. Submitted PERSUM to higher headquarters IAW established reporting timelines.			
4. Prepared PRR using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PRR.			
b. Obtained PRR roll-up from subordinate units.			
c. Merged PRR data from subordinate units.			
d. Produced PRR.			
e. Submitted PRR to higher headquarters IAW established reporting timelines.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_ pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7110-00-NSN-4		Calculator	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Superseded
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-3013	Process Unresolved Error Reports	805C - Adjutant General (Individual)	Approved
805C-42A-3474	Review Casualty Reports	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI